

Create a Receiving Report-Inspector

Overview In some cases you may need to create the Receiving Report.

Before creating a Receiving Report we recommend checking to see if the vendor has an active account in WAWF.

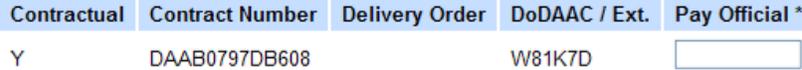
Create Procedure Follow the steps below to begin creating a Receiving Report.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the Create Document link. 
3	Enter the Contract Number , and InspectBy DoDAAC .  <p>Result: Create New Document screen appears.</p>

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Procedure The steps below are continued from the previous page.
(continued)

Step	Action
4	Click the Next button. 
5	Enter the <u>Pay DoDAAC</u> if not populated systemically. Then click the Next button. Inspector - Receiving Report Contract >> Pay DoDAAC  * = Required Fields INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time. 
6	Click the Receiving Report button. 
7	Click Inspection and Acceptance points. Then click the Next button.  Search For: Shipment No. <input type="text"/> <input type="checkbox"/> Template <input type="text"/> <input checked="" type="radio"/> Active Documents <input type="radio"/> Archived Documents <input type="radio"/> Active and Archived Documents Select Document to Create: * <input checked="" type="radio"/> Receiving Report Inspection: <input type="text" value="Destination"/> Acceptance: <input type="text" value="Destination"/> <input type="checkbox"/> From Invoice  <p>Note:</p> <ul style="list-style-type: none"> • Click the <u>T</u>emplate box and enter <u>S</u>hipment No. if creating the receiving report from a previous document. (See instructions for Creating a Receiving Report from a Template) • Check the <u>F</u>rom Invoice box if the receiving report is to be matched to a specific previously submitted invoice. (See instructions for Create a Receiving Report from an Invoice)

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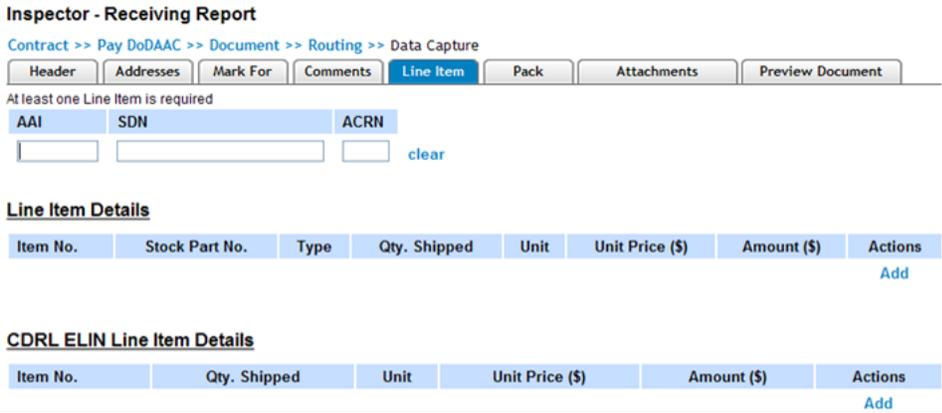
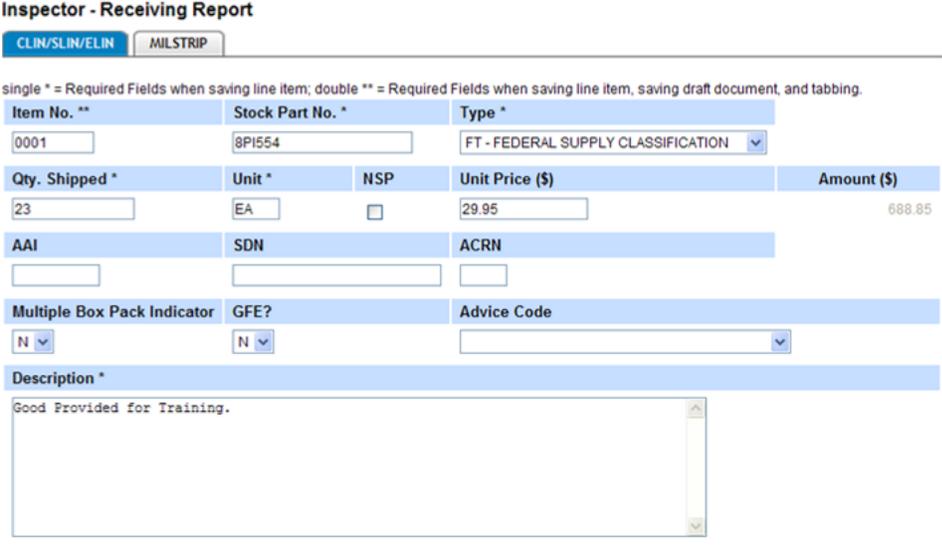
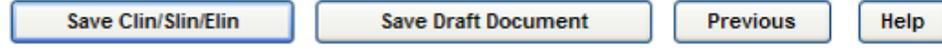
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(continued)

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8	<p>Enter the Admin DoDAAC, Ship To Code, and CAGE Code. All other fields are optional.</p> <p>Inspector - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing</p> <p>INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Inspect By DoDAAC / Ext.</th> <th>Inspection Point</th> <th>Acceptance Point</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>W81K7D</td> <td>D</td> <td>D</td> <td>HQ0347</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Issue Date</th> <th>Issue By DoDAAC</th> <th>Admin DoDAAC *</th> <th>Mark For Code / Extension</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>S0512A</td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ship To Code * / Extension</th> <th>Ship From Code / Extension</th> <th>LPO DoDAAC / Extension</th> <th>Cage Code * / Extension</th> </tr> </thead> <tbody> <tr> <td>HQ0015</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>027M9</td> </tr> </tbody> </table>	Contract Number	Delivery Order	Inspect By DoDAAC / Ext.	Inspection Point	Acceptance Point	Pay DoDAAC	DAAB0797DB608		W81K7D	D	D	HQ0347	Issue Date	Issue By DoDAAC	Admin DoDAAC *	Mark For Code / Extension	<input type="text"/>	<input type="text"/>	S0512A	<input type="text"/>	Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC / Extension	Cage Code * / Extension	HQ0015	<input type="text"/>	<input type="text"/>	027M9																								
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9	<p>Click the Next button.</p> <p><input type="button" value="Populate CLINs"/> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p> <p>Result: Header Tab screen appears</p>																																																				
10	<p>Enter the Shipment Number, and Shipment Date. All other fields are optional on the header tab.</p> <p>Inspector - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p><input type="button" value="Header"/> <input type="button" value="Addresses"/> <input type="button" value="Mark For"/> <input type="button" value="Comments"/> <input type="button" value="Line Item"/> <input type="button" value="Pack"/> <input type="button" value="Attachments"/> <input type="button" value="Preview Document"/></p> <p>single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Inspection Point</th> <th>Acceptance Point</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td></td> <td>D</td> <td>D</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Contract Number Type</th> <th>Supplies</th> <th>Services</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Shipment Number **</th> <th>Shipment Date *</th> <th>Estimated</th> <th>Final Shipment</th> <th>Estimated Delivery Date</th> </tr> </thead> <tbody> <tr> <td>TRAININGSHIPNUM</td> <td>2010/10/13</td> <td><input type="text"/></td> <td>N</td> <td>YYYYMMDD</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>TCN</th> <th>Gross Weight</th> <th>FOB</th> <th>Serial Shipping Container Code</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>S</td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Transportation Leg</th> <th>Standard Carrier Alpha Code</th> <th>Bill of Lading Number</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Secondary Transportation Tracking Number</th> <th>Secondary Transportation Tracking Type</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>First Line Haul Mode</th> <th>Currency Code</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>USD</td> <td><input type="text"/></td> </tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608			D	D	Contract Number Type	Supplies	Services	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	TRAININGSHIPNUM	2010/10/13	<input type="text"/>	N	YYYYMMDD	TCN	Gross Weight	FOB	Serial Shipping Container Code	<input type="text"/>	<input type="text"/>	S	<input type="text"/>	Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secondary Transportation Tracking Number	Secondary Transportation Tracking Type	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	First Line Haul Mode	Currency Code	Document Total (\$)	<input type="text"/>	USD	<input type="text"/>
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11	<p>Click the Line Item tab.</p> <p>Inspector - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p><input type="button" value="Header"/> <input type="button" value="Addresses"/> <input type="button" value="Mark For"/> <input type="button" value="Comments"/> <input type="button" value="Line Item"/> <input type="button" value="Pack"/> <input type="button" value="Attachments"/> <input type="button" value="Preview Document"/></p>																																																				

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(continued)

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12	<p>Click the Add link under the Actions section to add line item data.</p>  <p>Inspector - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p> <p>At least one Line Item is required</p> <p>AAI SDN ACRN <input type="text"/> <input type="text"/> <input type="text"/> clear</p> <p>Line Item Details</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Stock Part No.</th> <th>Type</th> <th>Qty. Shipped</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Add</td> </tr> </tbody> </table> <p>CDRL ELIN Line Item Details</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Qty. Shipped</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Add</td> </tr> </tbody> </table>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions								Add	Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions						Add
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13	<p>Complete Required Fields on the Line Item.</p>  <p>Inspector - Receiving Report CLIN/SLIN/ELIN MILSTRIP</p> <p>single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.</p> <table border="1"> <thead> <tr> <th>Item No. **</th> <th>Stock Part No. *</th> <th>Type *</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>8PI554</td> <td>FT - FEDERAL SUPPLY CLASSIFICATION</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Qty. Shipped *</th> <th>Unit *</th> <th>NSP</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>EA</td> <td><input type="checkbox"/></td> <td>29.95</td> <td>688.85</td> </tr> </tbody> </table> <p>AAI SDN ACRN <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Multiple Box Pack Indicator GFE? Advice Code <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Description * Good Provided for Training.</p>	Item No. **	Stock Part No. *	Type *	0001	8PI554	FT - FEDERAL SUPPLY CLASSIFICATION	Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)	23	EA	<input type="checkbox"/>	29.95	688.85												
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14	<p>Click on Save Clin/Slin.</p>  <p>Save Clin/Slin/Elin Save Draft Document Previous Help</p>																												

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15	<p>Review the Address, Mark For, Comments, Pack and/or Attachments tabs as needed.</p> <p>Inspector - Receiving Report</p> <p>Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p>								
16	<p>Review the document on the Preview Document tab and click the Submit button.</p> <p>Inspector - Receiving Report</p> <p>Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p> <p>Expand All Collapse All</p> <p>[+]Document Information [+]Line Item Information [+]Pack Information [+]Address Information [+]Misc Information</p> <p>Submit Save Draft Document Help</p>								
17	<p>View the verification screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>TRAININGSHIPNUM</td> <td></td> </tr> </tbody> </table> <p>Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: mech_navsisa_wawf_test@navy.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Inspector: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Wed Oct 13 12:13:16 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		TRAININGSHIPNUM	
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